



O R E G O N

MARION COUNTY BOARD OF COMMISSIONERS

Work Session Summary Minutes

Environmental Health License Fee Increase

May 15, 2025. 1:30 PM

Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5232, Commissioners Board Room

ATTENDANCE:

Commissioners: Colm Willis, and Danielle Bethell.

Board's Office: Matt Lawyer, and Trevor Lane.

Health and Human Services: Ryan Matthews, Katrina Griffith, Alisa Zastoupil, Alys Anderson, and Cole Fetherston.

Commissioner Danielle Bethell called the meeting to order at 1:31 p.m.

Discussion

- Current Staffing Model:
 - Total projected hours for 2024 are about 80,214 hours.
 - Breakdown of hours:
 - Field hours needed 6,571 hours.
 - Office hours 16,143 hours.
 - Current staffing is 6.85 Full-Time Equivalent (FTE) Registered Health Specialists (RHS).
 - Staffing model is based on Oregon Administrative Rule 33-101-053.
 - Inspection hours vary by facility type (food, pools, childcare).
 - Average inspection ranges about 3-5 hours per site, including travel and paperwork.
- Fee Comparisons:
 - Most fees are slightly lower or comparable to counties like Polk, Bend, and Multnomah.
 - Multnomah County is proposing a 33% fee increase:
 - First increase since COVID-19.
 - Historical fees increase trends:
 - 2022: 3% increase.
 - 2023: 3% increase.
 - 2024: 4% increase.
- Fee Increase Options:
 - Proposed 4% annual increase annually for 2026-2028.
 - Proposed new fees:
 - Expedited plan review (\$500 fee).
 - Pre-opening inspection fees.
 - Benevolent meal site fees:
 - Initially proposed at \$300, discussed reducing.

- Potential site consultation fees.
 - Maintain program sustainability and cover operational costs.
- Board Direction/Recommendation:
 - Support gradual, incremental fee increases.
 - Carefully review legal compliance with new fees.
 - Ensure fees do not create an undue burden on small operators.
 - Maintain flexibility for community service organizations.
 - Revisit fees in spring 2028.

Other

- The food handler card revenue is \$6 per card.
- School inspection fees included in food service fees.
- Consistent staff retention is noted as a cost-stabilizing factor.

Next Steps

- Prepare board order certifying new fees.
- Consult legal counsel on fee structure.
- Refine benevolent meal site fee approach.
- Develop clear guidelines for expedited services.
- Schedule follow-up review in spring 2028.

Adjourned – time: 2:24 a.m.

Minutes by: Mary Vityukova

Reviewed by: Gary L. White